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CONFIDENTIAL

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Document No.

MEMORANDUM FOR: Deputy Director (Supposet Change in Class.

SURTER

SUBJECT

: Weekly Report for the Weeks-Ending 11

1. General

Projects and Studies in Process

The Inspector General's Report - (continued item)

A detailed review has been made of this report by all Staffs and Divisions of the Logistics Office. Comments are being compiled preparatory to the preparation of a reply to the Director through the DD/S by 1 March 1955.

3. Administration

a. Review of Vital Document Inventory - (new and completed item)

A review has been made of a machine tabulated inventory of Logistics Office documents in the Vital Material Repository. This inventory is of documents on deposit as of 31 December 1954. A memorandum has been forwarded to the Repository authorizing withdrawal and destruction of non-current documents.

4. Supply Division

25X1A

25X1C

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5. Transportation Division

a. Survey of Motor Vehicle Operations - (new and (completed item)

25X1A

25X1A

During the period of 17 January to 21 January 1955 the vehicle operations at the surveyed and a report prepared and submitted to the Director of Training. The report recommends action to improve motor vehicle operations at this installation.

25X1A

Acting Chief of Logistics

LO/TR&P/ARL:mk (11 Feb '55)

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